

North Carolina COVID-19 Vaccine Management System

Training Session Descriptions

Version 1

March 10, 2021



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**



NCDHHS COVID-19 Response

CVMS Training Session Descriptions

Training Session	CVMS Provider Enrollment	CVMS Provider Portal 101 -- Recipient Registration and Vaccine Administration	CVMS Provider Portal 201 for Location Manager Only -- Manage Vaccine Inventory
Audience	Organization Administrators and Vaccine Coordinators	Healthcare Providers (and Location Managers, if interested)	Healthcare Location Managers
Duration	90 minutes	90 minutes	60 minutes
Agenda	<ul style="list-style-type: none"> •Welcome and What to Expect Today •CVMS Overview •Provider Enrollment Overview •Getting Started: Onboarding Overview •Provider Enrollment Process <ul style="list-style-type: none"> •Account Registration •Organization Administrators and Completing Section A •Vaccine Coordinators and Completing Section B •Responsible Officers and E-signing Agreements •What to Expect Next 	<ul style="list-style-type: none"> •Welcome and What to Expect Today •CVMS Overview •Logging In •A Day in the Life of a Healthcare Provider <ul style="list-style-type: none"> •Checking in and Verifying Recipient Eligibility for the Vaccine •Documenting Vaccine Administration •Exploring List Views on Recipients •Recipients from Long-Term Care Facilities vaccinated by Pharmacy Partners •Cancel/Reschedule an appointment •What to Expect Next 	<ul style="list-style-type: none"> •Welcome and What to Expect Today •CVMS Overview •Logging In •A Day in the Life of a Healthcare Location Manager <ul style="list-style-type: none"> •Receiving and Processing Vaccine Inventory •Tracking Vaccine Returns, Wastage, and Transfers •Request Allocation Adjustment •What to Expect Next

CVMS Training Session Descriptions (cont.)

Training Session	CVMS Provider Portal 202 for Location Manager Only -- Manage Users, Upload Recipients, View Reports	CVMS Provider Portal 203 for Location Managers -- Managing Appointment Scheduling	What is New in Release 5.2 of CVMS
Audience	Healthcare Location Managers	Healthcare Location Managers	Healthcare Providers and Location Managers
Duration	80 minutes	60 minutes	60 minutes
Agenda	<ul style="list-style-type: none"> Welcome and What to Expect Today CVMS Overview Logging In A Day in the Life of a Healthcare Location Manager <ul style="list-style-type: none"> Managing Recipient Bulk Upload Process for both Low and High Volume (up to 5000 Recipient Records) Recipient Health Questionnaire Reports Manage Users Publish my location's data on MySpot.nc.gov What to Expect Next 	<ul style="list-style-type: none"> Welcome and What to Expect Today CVMS Overview Quick review of Scheduling from the perspective of a Recipient Managing MySpot.nc.gov location details <ul style="list-style-type: none"> Update location Data Create a Vaccination Event temporary location Activate the appointment scheduling feature for a location Publish appointments in TakeMyShot.nc.gov <ul style="list-style-type: none"> Estimate] your number of doses Cap the maximum number of appointments Set up the time slots Publish and Modify your appointments Management appointments scheduled by Recipients <ul style="list-style-type: none"> Review appointments scheduled Cancel appointments Support recipients with no email or phone What to Expect Next Q&A 	<ul style="list-style-type: none"> First half: Demo and review of new features for all users Q&A Second half: Demo for providers using or wishing to use the scheduling feature Q&A